

Job Opportunity

Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

STAFF SERVICES MANAGER III

Salary:	\$6,779 - \$7,474	Work Hours:	Between core hours of 8:00 a.m. – 5:00 p.m.
Tenure/Timebase:	Permanent/Fulltime	Final Filing Date:	October 3, 2008
Contact:	Janet Bankovich (916)323-7140 jbankovich@ctc.ca.gov	Office/Location:	Commission on Teacher Credentialing Certification, Assignment & Waivers Division 1900 Capitol Avenue Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (CTC) is a **Special Funded** agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options. The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

DUTIES: Under general direction of the CEA 2, the Staff Services Manager III (SSMIII) is responsible for the following:

- Plan, organize, direct and manage the Certification Section through subordinate managers and supervisors, overseeing the credential processing function for the CTC. Ensure that systems and procedures are in place and deadlines are met; train, review and evaluate individual performance; provide or initiate work improvement counseling and training to correct performance deficiencies; initiate and recommend adverse action; assist with individual staff development efforts.
- Responsible for providing consultation and recommendations to the Director of the CAW division on policy and procedure changes related to credential processing and the general administration of the Section including staffing, purchases, training and contracts.
- Participate in the development of the strategic plan including the development of goals and objectives and the measuring and evaluation of those goals and objectives. Serve as a member of the Division's policymaking team. Represent the Division in the absence of the Director, including weekly senior management meetings.
- Represent the division at public meetings imparting policy level information related to credential processing to Commission stakeholders. Interact with Commissioners and high level county and district personnel in response to sensitive inquiries.

DESIRABLE QUALIFICATIONS:

- General knowledge of credentialing requirements, processes and current trends in education
- Demonstrated ability to be punctual and have good attendance
- Excellent interpersonal, leadership, organizational, analytical and communication skills (both oral and written)
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to see the big picture in regards to implementing new policies related to teacher credentialing in California
- Ability to lead and manage other supervisors and staff; and manage several priorities at once
- Knowledge of Siebel and oracle systems, in particular knowledge of ways to automate credential processing

CONDITIONS OF EMPLOYMENT:

Pending Budget, Hiring Freeze, and DOF Approval.

Fingerprint Clearance is Required.

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the SSMIII classification or who have list, transfer, or reinstatement eligibility to the above classification may apply. Appointment is subject to the State Restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678 to the above address. Attention: Janet Bankovich. All applicants must clearly indicate the basis of their eligibility (*i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility*) and include RPA No. 09-010. The applications will be screened and only the most qualified applicants will be invited for an interview.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.